Class Guidelines

Distractions

Please close out of all windows and other browsers to fully engage.

Participation

Moderators will monitor participation by taking attendance in the chat box after breaks and in the Zoom polls throughout the class. Make sure that your microphone is on mute unless specifically asked to unmute by a moderator or instructor. Please let moderators know if you plan to step out for a phone call or an emergency.

Breaks

We will be taking plenty of breaks so please pay attention and actively participate through chat. If you are having technical difficulties during the class, please message the moderators in the chat box and we will work to resolve it.

Sharing

If you are planning to share a computer with another student, make sure that each person is registered on the H2O Portal and let the moderators know; otherwise, you may not receive your certificate.

Questions

The chat box will field almost all questions and comments during the class.

If you have a complex question that is difficult to explain in the chat box, please message the moderators. Moderators will compile the questions for instructors before the next break. **Please only unmute when instructors call on you to ask your question and then mute again to prevent background noise.**

Documents

We will navigate back and forth between class documents and the slides. Please prepare to toggle between student materials and the Zoom meeting. It might be helpful to have an additional monitor or to print out materials before class.

Documents

All Documents can be found on the H2O Portal:
http://h2o.codot.gov/portal_wap/tecs/documents/index.aspx

Documents to Download (note these are bookmarked for your convenience):

- TECS Training SWMP
- TECS Student Workbook

Documents to Download and Read before Class:

- CDPS-SCP (COR40000)
- CDOT Water Quality Specifications 10.01.2019
- M-208 Standard Plans 07.31.2019
- M-216 Standard Plans 07.31.2019

Additional Zoom Guidelines

*If you are having technical difficulties during the class, please message us in the chat and our moderators will work to resolve it.

Video

1. Everyone will be required to turn their videos on during the breakout room portions of class but we encourage you to leave your video camera for as much of the class as you can.

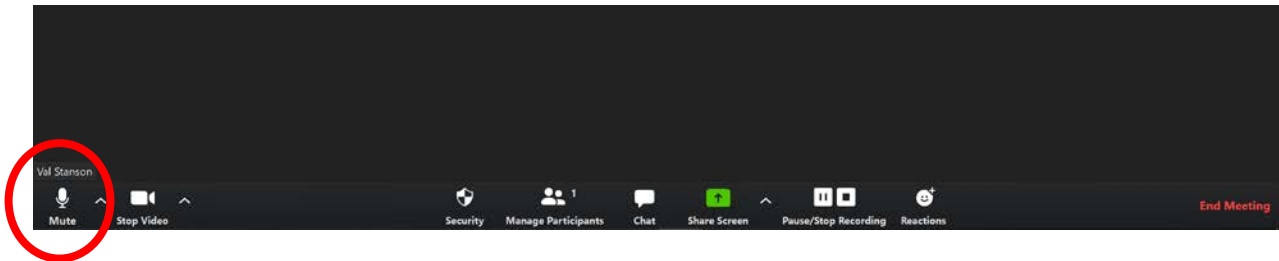   To turn your video on/off, hover over the bottom of the screen for the bar to show up. Here you can check your video:
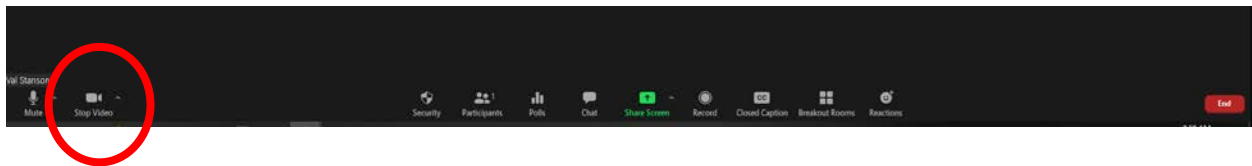
It should look like this when your video is off.
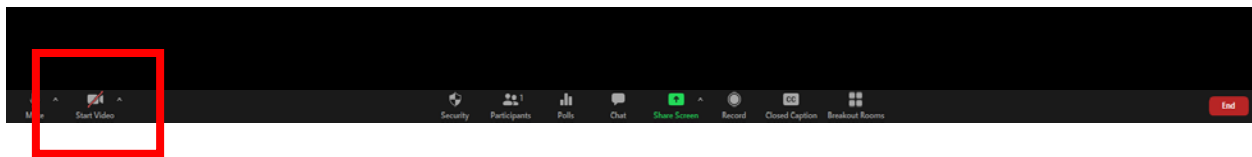
Microphone

2. Make sure your microphone is muted. Hover over the bottom of the screen for options to appear. Here you can check your microphone:

You can press the mute button to mute. It should look like this when you are muted:
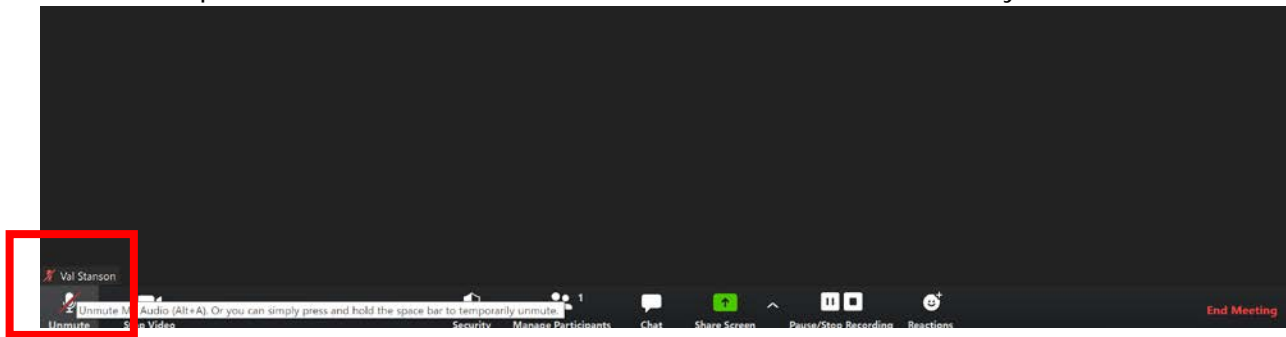
For complex questions, please wait until our instructors call on you before you unmute.
Be sure to mute your microphone again when you are done to prevent background noise.

Connectivity Issues? Maybe switch audio

3. If you are experiencing connectivity issues, you may want to use your phone for audio.

Hover over the bottom of the screen to see options. Click the arrow next to Mute then click Switch to Phone Audio.
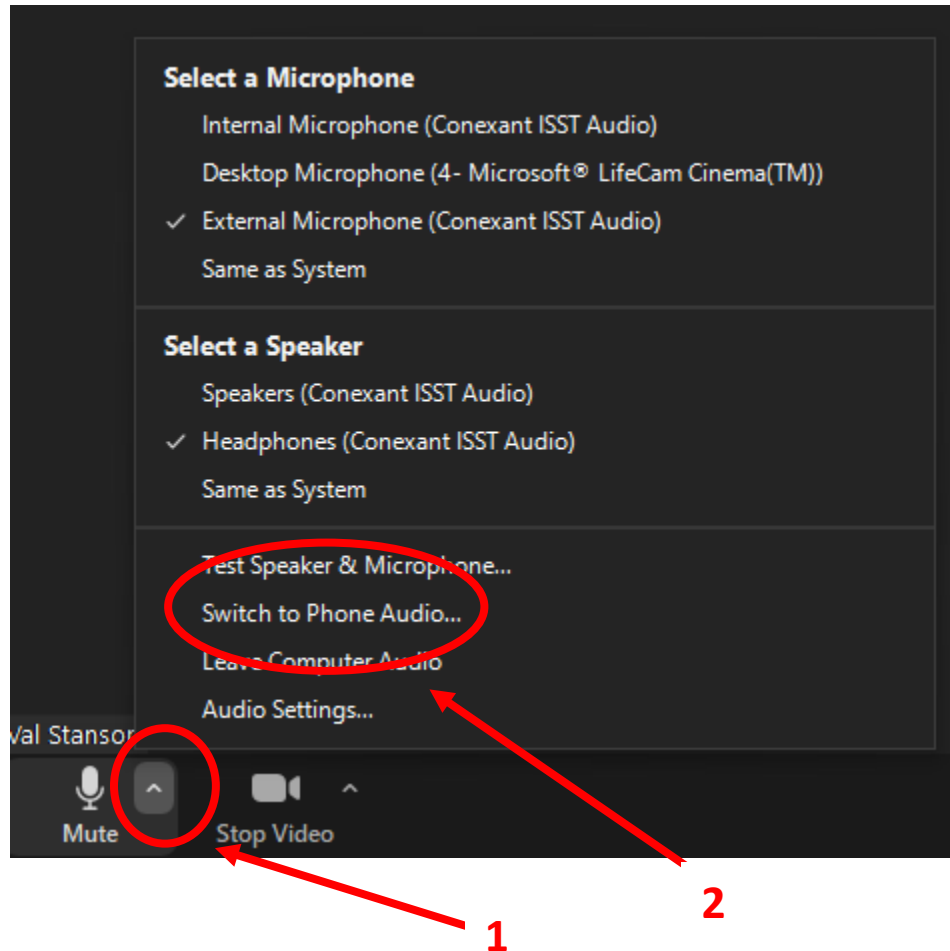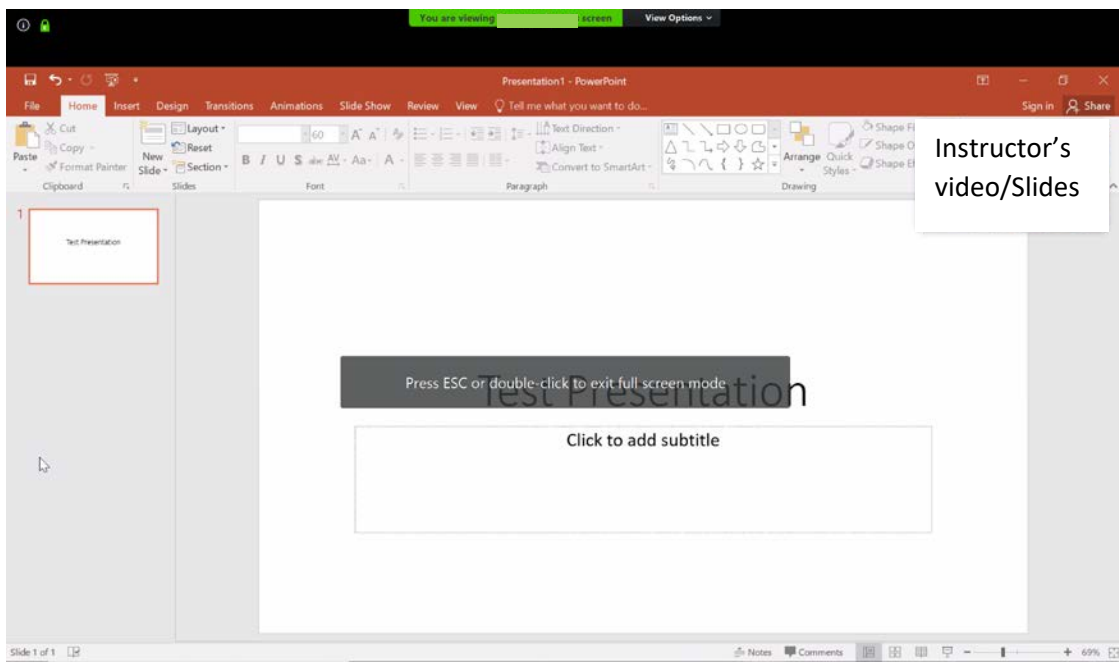
4. Make sure to "pin" the window showing instructors, this will make sure that their window stays visible to you. To pin you can either right click on the window or click the three little dots in the upper right corner.
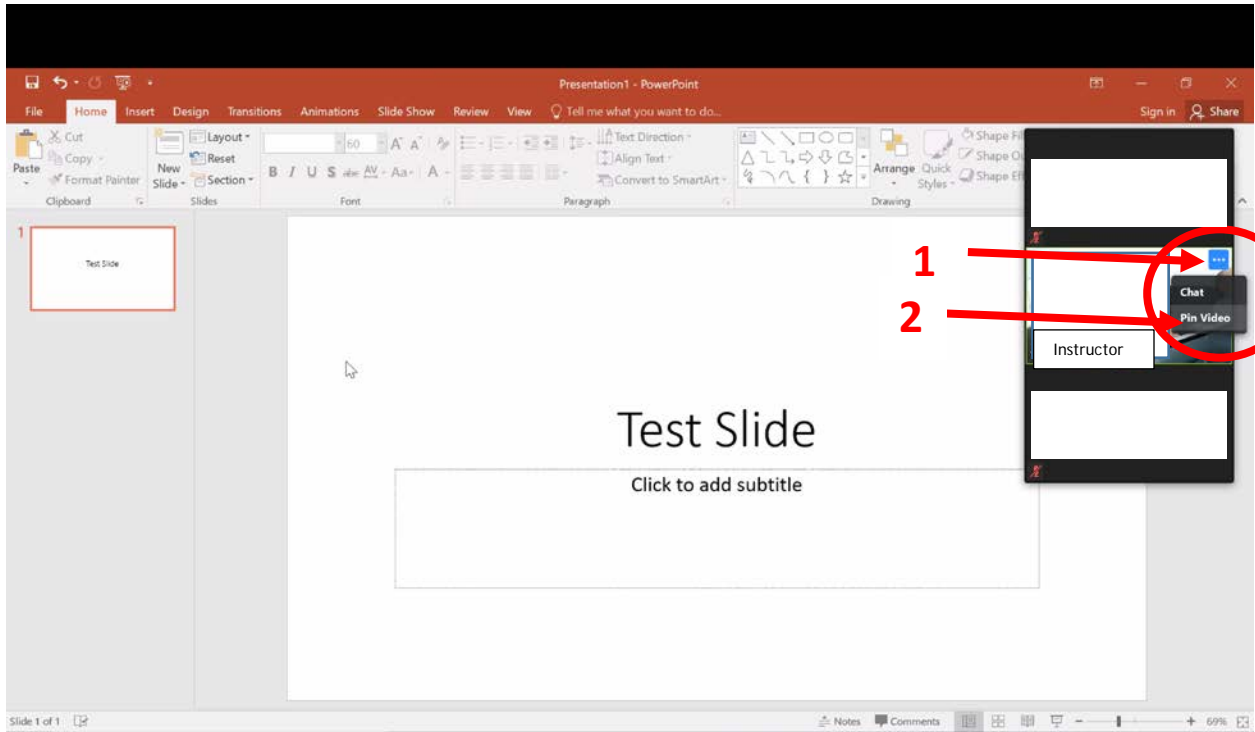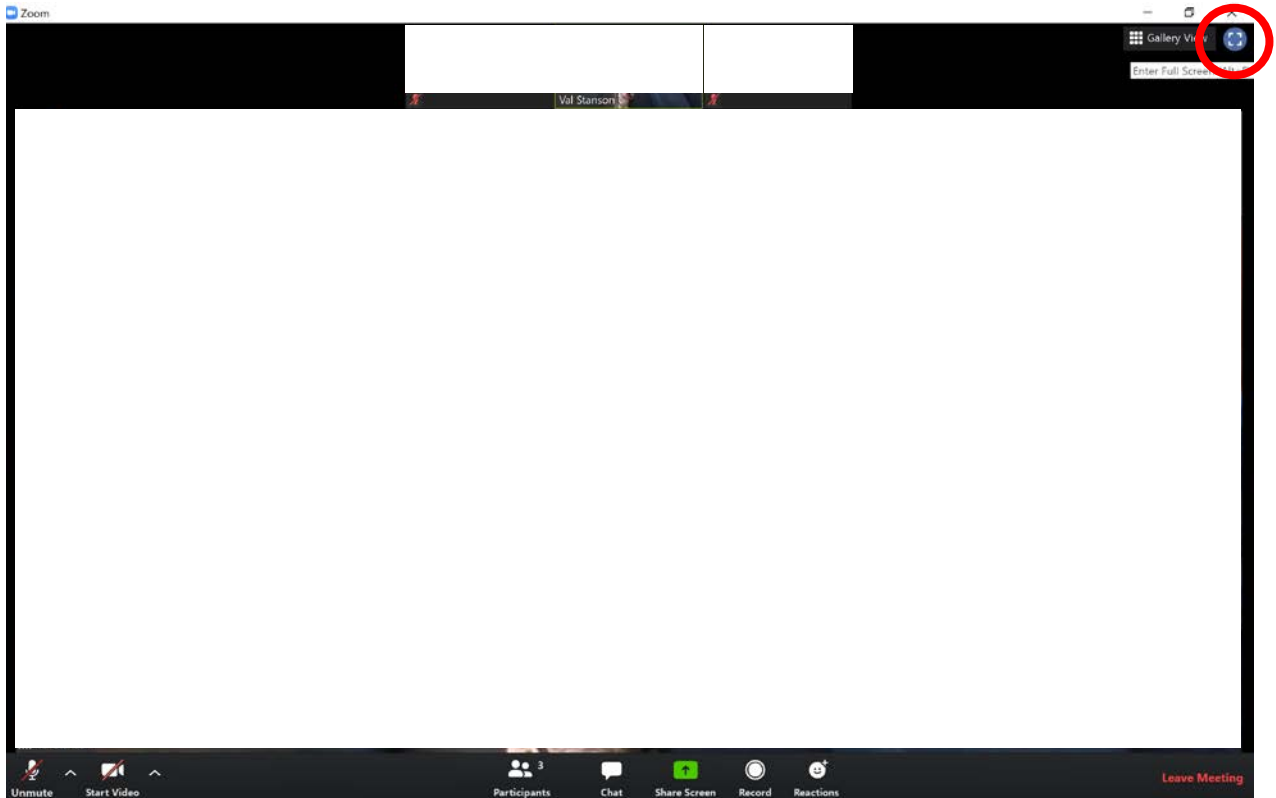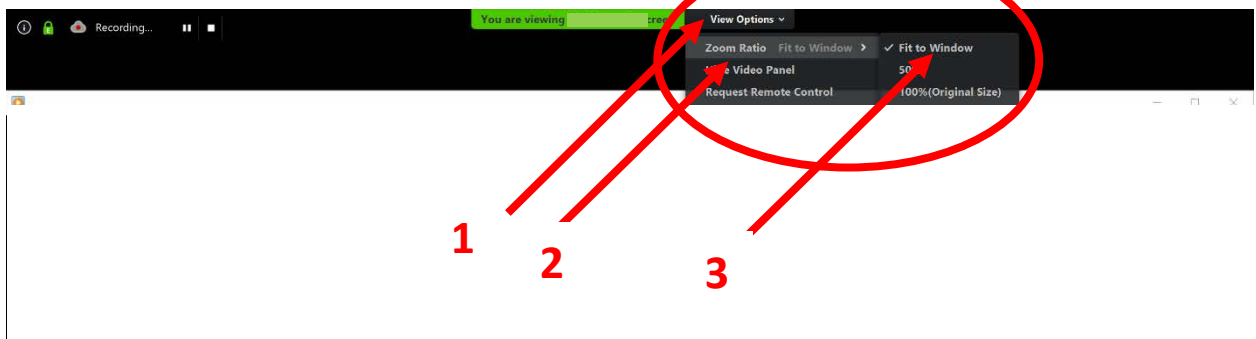

It should look like this:

Full Screen

5. To view in "full screen," click the full screen symbol. If you hover over the upper right of the zoom window, it should appear. – It will look something like this:


You can also get a better view with "fit to window" by hovering over the top, clicking on view option, zoom ratio, then fit to window

To exit full screen mode and view other documents, click the ESC key.

Toggle between slides and instructor's video

6. During the class, please use the symbol at the top right corner of the video window to switch between the video of our instructors and the shared screen with slides while our instructors are sharing their screen. You can hover over the top right corner.
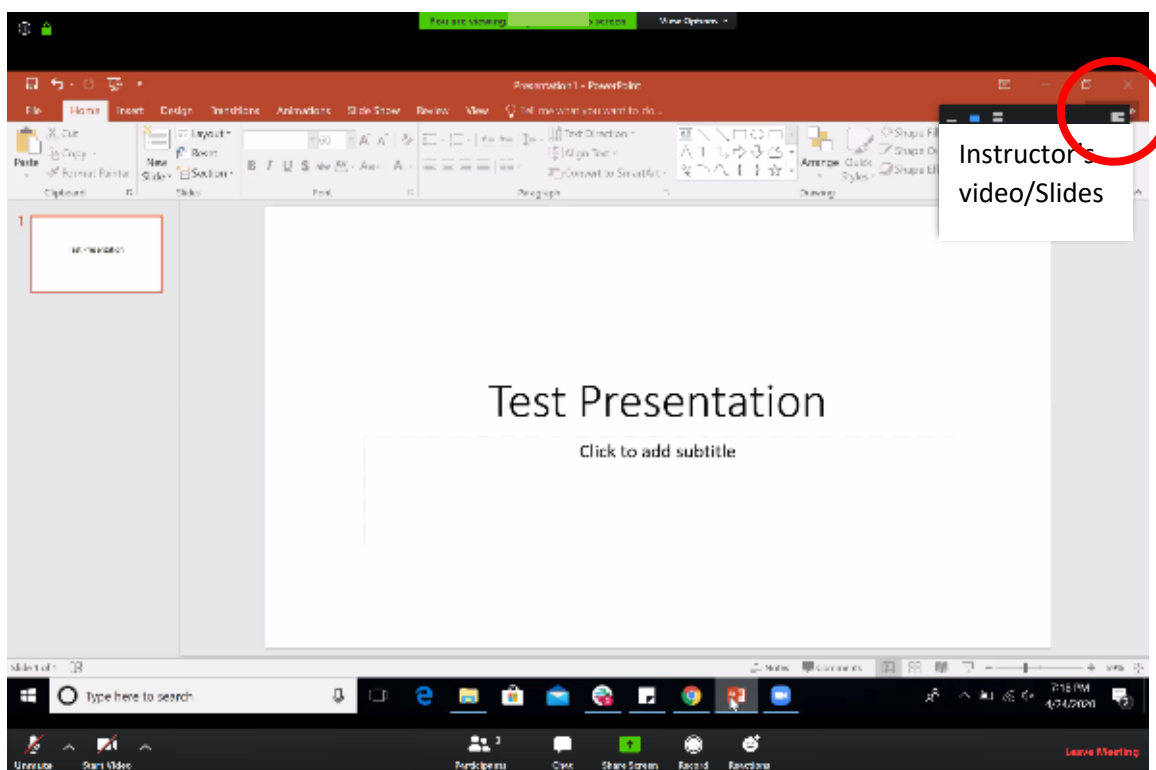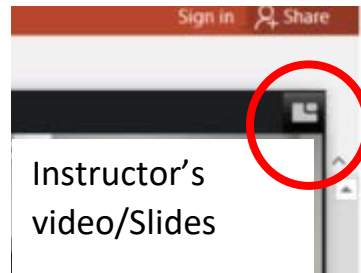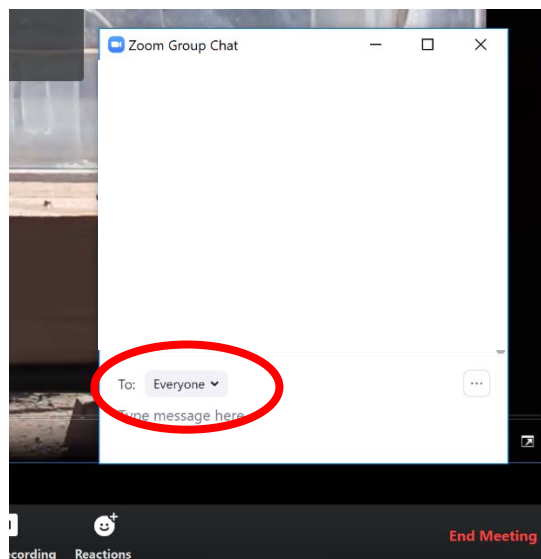
Chat

7. We will primarily use the chat for student interaction. You can open Chat by hovering near the bottom of the screen so that options appear, then click the Chat symbol.
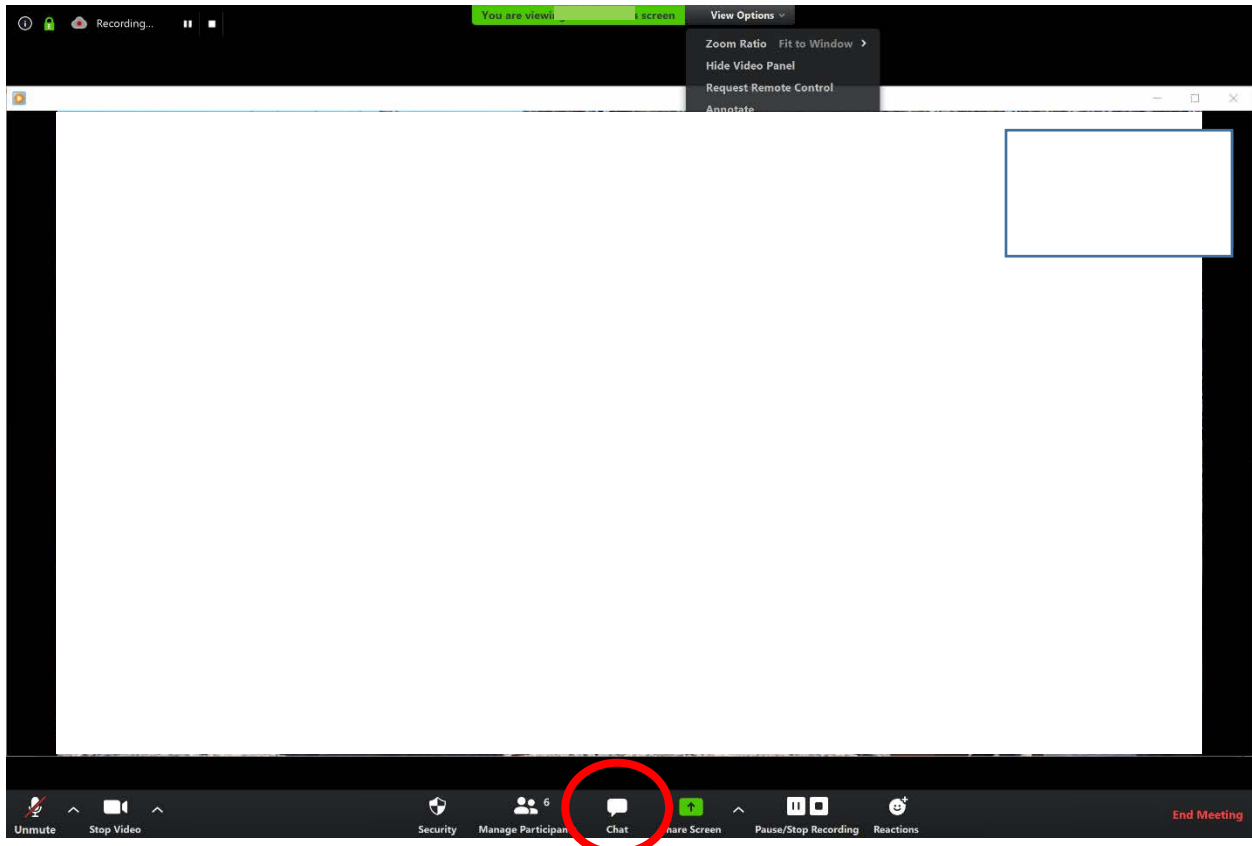

Make sure that your message is addressed to "Everyone" while participating. You can also privately message the moderators or instructors by clicking the arrow and clicking the on their name.
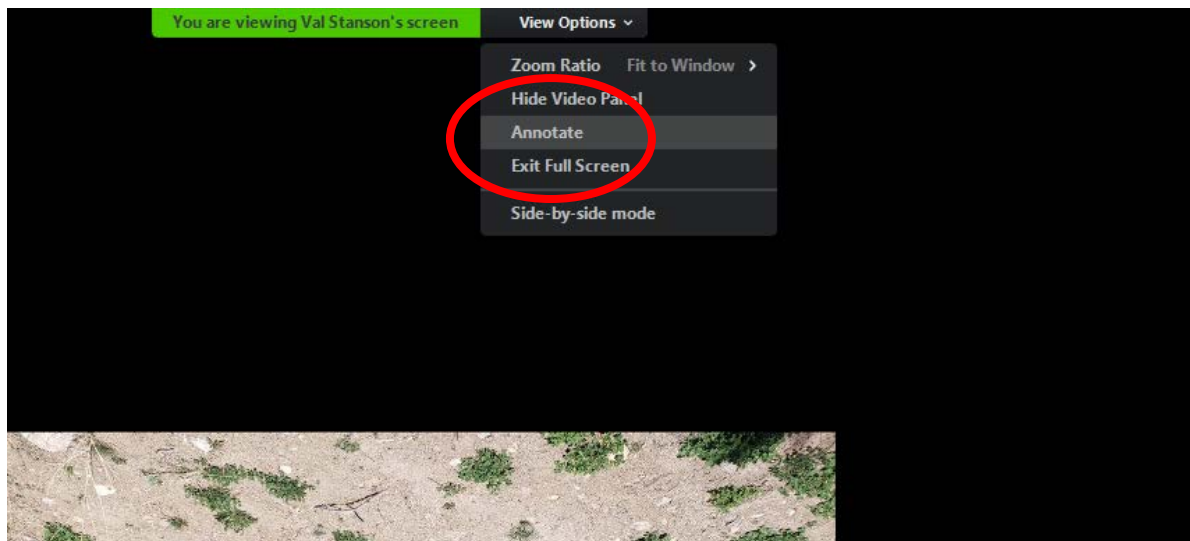
Annotate Function

8. There will be moments in class where the instructors will ask if you would like to point something out on the slides. To interact with the slides using the Annotate function, please hover your mouse at the top of your screen and click on "View Options."
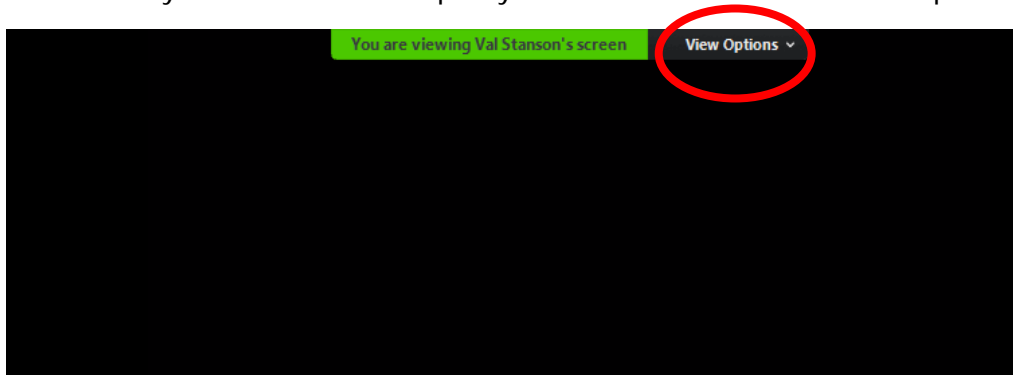
Under view options, select "Annotate"

Here, you can draw, point an arrow, or add text to interact with the slides during the presentation. If you would like to participate by annotating the slides, you will be prompted by the instructors on when to use this feature. If you would not like to use this feature, you can also still fully interact by pointing out features on the slide using the chat box (see 5).
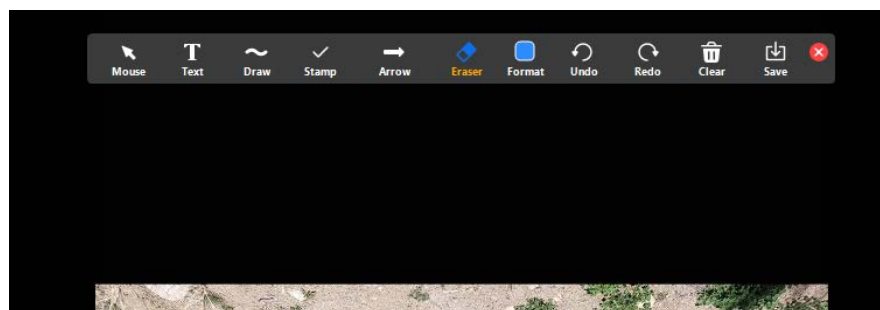
Polling

9. Polling is simple! Make your selection then click Submit. Instructors will share results after answers are in. After viewing the results, you can click Close.
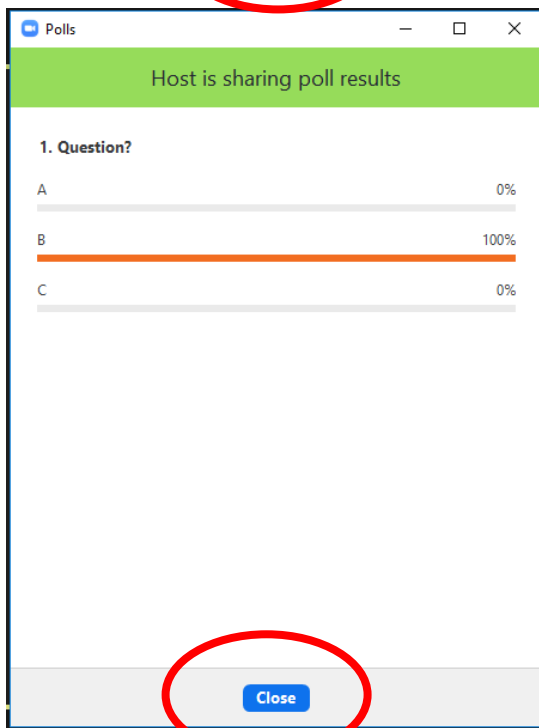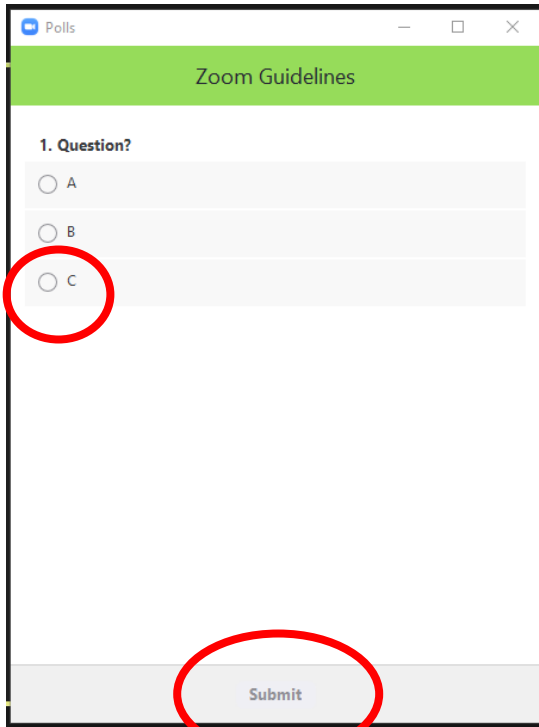
**Please note that we are only monitoring participation, incorrect answers on the Zoom poll will not impact your grade.